



## Procurement Services

### Weekly Information Newsletter

01/02/04

Volume 128



2003 NASPO  
Cronin Club Gold  
Winner

(You can go directly to the DAS Procurement web page by clicking on the DAS logo above!)

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### DOIT announces Statewide Telecommunication Network Services

The Department of Information Technology (DOIT) issued, and evaluated responses to, a Request for Proposal (RFP) for the procurement of telecommunications products and services for 59 agencies within the executive branch. The RFP marked the first time all telecommunications services have been combined in one RFP.



**DOIT is pleased to announce that master agreements have been finalized with AT&T, MCI, SBC SNET, and NEXTEL.** They expect to have two (2) additional master agreements with two (2) other wireless providers in the near future. The agreements cover more than 12 areas, including Local Exchange and Centrex Services, Long Distance Calling; Directory Assistance; Telephone Calling Cards; Inbound 1-800 Toll Free Services; Wireless Services and Equipment; Public Telephones; Facsimile Services; Conference Calling; Data Networking, ATM and Frame Relay Services; Internet Access and more.

Agencies within the executive branch of state government, with the exception of higher education and the Constitutional Offices, are required to purchase telecommunications services through DOIT. While not required, the legislative and judicial branches, constitutional offices and public institutions of higher education may continue to purchase services and equipment through DOIT as well. In addition, DOIT has required all vendors to extend this favorable pricing to all political subdivisions of state government including municipalities, local education systems, and non-profit agencies.

You are encouraged to visit the DOIT web site, <http://www.ct.gov/doit>, which will post essential details to support state agencies and political subdivisions for selecting, ordering and managing telecommunications products and services. Look for the Telecommunications link on the left. From there you can access Master Agreement, Services and Pricing, Contact information with Billing and Ordering policies and procedures in the near future.

The Department of Information Technology looks forward to working together with agencies to continue to achieve enterprise-wide savings and efficiencies. If you have any questions, please do not hesitate to contact **Kathleen Anderson** at [kathleen.m.anderson@po.state.ct.us](mailto:kathleen.m.anderson@po.state.ct.us) or phone her at 860-622-2328.

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### OdorGone is now OBAN!

This is to inform you that OdorGone of CT is now OBAN East Coast Division, LLC. In addition, the OdorGone product will now be labeled "OBAN". Same environmentally preferred product, new name! This came about as the chemist, who created OdorGone/OBAN, invited OdorGone to join his company as a master distributor for the east coast.



The State of CT (DAS) has been notified and has issued a new Set-Aside Certificate reflecting new company name - same product description. To help ease the transition, using the Food, Toiletry Supplies contract, number **00PSX0079** (formally RFP990-A-01-0076-C) US Foods will list this product in their catalog as "OdorGone/OBAN" to help alleviate any confusion during this change over period.

Please do not hesitate to contact Christine Harrison, *USFoodservice* at 800-962-0019 or 860-425-3060 or email her at [charriso@USFOOD.com](mailto:charriso@USFOOD.com) should you have any questions

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## Invitation to Buy Smart...Buy Together Agency Forum

# Buy Smart *Buy* Together Agency Forum

**January 22, 2003  
8:30 – 11:30**

**Dept. of Transportation  
2800 Berlin Turnpike  
Newington, CT**

We're planning our first *Buy Smart Buy Together* Agency Forum, which will be geared towards state agency purchasing staff. At the forum, we will update you on the ways you and your agency can assist in this effort, support future contracts, and ensure future cost savings. If you are involved in state purchasing, you are invited to attend.

***Don't miss out!*** Use the link below to access the registration form and ***return by January 15, 2004.***

We look forward to seeing you there!

**[Buy Smart...Buy Together Registration Form](#)**



For more information on the Buy Smart...Buy Together initiative, use the links below to access previous articles of information



**[Commissioner Waters Letter to Agency Heads](#)**

**[Special Edition](#)**

**[WIN Article Oct 31](#)**

**[WIN Article Nov 21](#)**

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## e-Partners

### “Partnering with Connecticut’s Municipalities, Schools and Not for Profit Organizations”



Procurement Services is planning a Forum for CT Municipalities, Schools and Non-Profit Organizations and we'd like your help!

**SAVE** the date! On **February 3, 2004** at the **West Hartford Meeting and Conference Center** we will be hosting our second e-Partner forum to help us serve your needs better. Suggestions from DAS Procurement Services include information and updates on the following programs and contracts:

- **Contractor Prequalification Program**
- **New Indoor Air Quality (mold), Lead and Asbestos Consulting and Remediation Contracts**
- **MTBE-free gasoline**
- **Supplier Diversity Program**
- **Did we miss anything? Yes, your input!**

It's your forum; tell us what you'd like to see! Email us at [epartners@po.state.ct.us](mailto:epartners@po.state.ct.us) and give us your suggestions or ideas on the topics you would like to discuss. Stay tuned and watch future issues of WIN to learn where the forum will be held along with the reservation form.

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## US Foodservice Price List for Week of January 02, 2004



To assist you with preparing for the orders you may place with US Foodservice next week, we are attaching an Excel file with the food and janitorial supplies prices that will be in effect for the week of January 02, 2004.

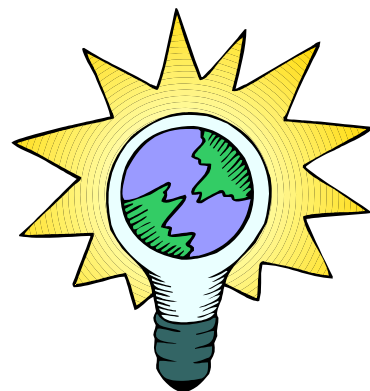
[Price List for Week of January 02, 2004](#)

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## CT Environmentally Preferred Purchasing

Because fluorescent lamps are three to four times more energy efficient than their incandescent counterparts, most schools, municipalities, and government agencies tend to install fluorescent fixtures in their buildings. However, along with the increased efficiency comes mercury, a toxic metal that persists in the environment and continues to be found in dangerous concentrations in fish, wildlife, and human beings.

Fluorescent lamps need mercury to produce visible light. When voltage is applied, the mercury vapor within the glass tube is energized and emits UV



energy. The phosphor coating on the inside of the glass tube absorbs the UV energy, causing it to fluoresce and emit visible light. Fifty to seventy percent of the mercury found in a fluorescent lamp is in the phosphor powder. The remaining thirty to 50 percent of the mercury is found in metal and glass.

Although incandescent lamps do not contain mercury, mercury is a common pollutant released from power plants that burn coal, oil and gas. When you take into consideration the extra energy it takes to use incandescent lighting and the amount of fuel needed to run the power plants that produce that energy, the lifecycle mercury emissions are far less for fluorescent lamps than incandescent lamps.

As part of their Purchasing for Pollution Prevention Program, INFORM, Inc., an independent research organization that examines the effects of business practices on the environment and on human health, has released new fact sheets on how to purchase low mercury fluorescent lighting for your facility.

The fact sheets cover such topics as EPA's Toxicity Characteristic Leaching Process (TCLP), as well as providing model procurement language. You can access the INFORM fact sheet at this address: [http://www.informinc.org/fact\\_P3mercury\\_lamps.php](http://www.informinc.org/fact_P3mercury_lamps.php).

You can purchase compact low mercury fluorescent bulbs through a variety of vendors (two SBE certified) on DAS contract no. [03PSX0266](#).



Change your bulbs, save some money and breathe a little easier – all with DAS contracts! CT DAS state contracts offer a number of environmentally preferable products and services, many of which can save you money by using less energy. For more information on how you can purchase or use environmentally preferable products and services where you live and work, contact CT EPP at [Barbara.moser@po.state.ct.us](mailto:Barbara.moser@po.state.ct.us) or call at (860) 713-5081.

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## Vendor Spotlight???



**Who would you like to see in the “spotlight?”** We want to give our vendors an opportunity to “shine” and “broadcast” the products and services they provide. Let us know what contracted vendors/businesses you would like to see featured in this new addition to our newsletter. Vendors, here is a great opportunity to be on center stage and let your products and services be known! Contact Teresa Dupont at [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) with your requests and suggestions.

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## Core-CT Information



### Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

## Getting Help Quickly And Easily



Click on the “help” link to access all the **Core-CT** help links and phone numbers that are available to you.

[HELP](#)

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## “Certification Central”



The link below lists the name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week. Contact Meg Yetishefsky with any comments or suggestions at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or (860) 713-5228.

**Newly Certified!** – [12/22/03 through 12/26/03](#)

## Contract Compliance has gone Electronic!!!

### Online Forms for Contract Compliance Reporting Now Available

The DAS Supplier Diversity Program is proud to announce that Goal Calculation and Quarterly Reporting Forms are now available to you in excel format, right on our website! By using the electronic forms you will be able to record your information in a more convenient and expedient way. These online forms will allow you to **electronically** send these forms to your Account Manager at the Business CONNecTions Division. **(Please refer to the Account Manager listing to identify your Account representative)**



State Statute requires that each agency and political subdivision of the State, other than a municipality, prepare a report establishing an **annual** contracting/purchasing goal for Small/Minority Business Enterprises for each fiscal year. These goals must be completed on the appropriate forms and be submitted to the Department of Administrative Services and the Commission on Human Rights and Opportunities (CHRO). You may now submit this report to your Business CONNecTion's Account Manager **electronically!**

State Statue also requires that each agency and political subdivision of the State, other than a municipality, submit a **quarterly** report to the Department of Administrative Services and the Commission on Human Rights and Opportunities (CHRO). These reports are due November, February, May, and August. You may now submit these reports to your Business CONNecTion's Account Manager **electronically!**

For your convenience, DAS will continue to forward a copy of your reports to CHRO so you only need to submit them electronically to DAS.



Use this link to access the forms: [Goals Calculation and Quarterly Report Forms](#)

Should you have any questions, please contact Meg Yetishefsky, Program Director at [meg.yetishefsky@po.state.ct.us](mailto:meg.yetishefsky@po.state.ct.us) or 860/713-5228.

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## Peppy's Toolbox

Click on the "toolbox link" at the right to help yourself to any of the helpful "tools" (electronic forms) that are available to you.



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## Peppy's Points to Ponder

Happy New Years to all my loyal WINners, friends and their families! Please take a moment to read:



### [Perpetual New Years Resolutions](#)

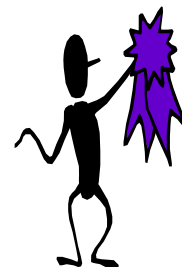
*By Ann Landers*

**C'mon WINners.** I know there are lots of positive quotes and sayings that are out there. Why not share them and help to brighten someone's day or give them a "point to ponder!" Don't be shy. Please take a minute to send them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us).

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## WINning Ways!

Do YOU know of any person(s) who should be commended for a job well done? Send your WINning Ways nominees to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us).



## Ask Peppy!



Thanks to all the wonderful people who have already responded. I just know there are more places that are available for us to use to help us...help you! Since this is a popular time of year for people to take vacations, I running the "Ask Peppy" question one last week. I hope I hear from YOU! Thanks in advance for your help.

### Can YOU help Peppy?

Hi WINners,

*I'm looking for a little help from my friends. And that would be you! As you know, the folks at Procurement Services host forums and training sessions for state agencies, municipalities, schools and not for profit organizations. It's one of the most effective ways for them to reach out to their partnering customers to provide information, discuss mutual issues and introduce new initiatives. One of the challenges they always face is finding a location for these events. Here's where my question comes in.*

*Do you know of any facilities where Procurement may be able to host forums and/or training? They are interested in both centralized and decentralized facility locations. Here are some of the things they need to know:*

- For a forum, how many people can be accommodated?*
- For training, is there a computer lab? How many computers?*
- Is there ample parking?*
- Is there a fee?*

*If you have any suggestions, please forward them to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) I will give them to my friends at Procurement.*

*Wishing you a healthy and Happy New Year!*

*Peppy*

Do you have a purchasing question and you can't seem to find the answer? Send it to me at [peppy.procurement@po.state.ct.us](mailto:peppy.procurement@po.state.ct.us) and I will do my best to find the answer for you and post it in a future issue of WIN.

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# Tech Talk with Ms. Bits n' Bytes



## What Are Cookies?

Webopedia.com defines a Cookie as: A message given to a Web browser by a Web server. The browser stores the message in a text file called *cookie.txt*. The message is then sent back to the server each time the browser requests a page from the server.

The main purpose of cookies is to identify users and possibly prepare customized Web pages for them. When you enter a Web site using cookies, you may be asked to fill out a form providing such information as your name and interests. This information is packaged into a cookie and sent to your Web browser, which stores it for later use. The next time you go to the same Web site, your browser will send the cookie to the Web server. The server can use this information to present you with custom Web pages. So, for example, instead of seeing just a generic welcome page you might see a welcome page with your name on it.



The name *cookie* derives from UNIX objects called *magic cookies*. These are tokens that are attached to a user or program and change depending on the areas entered by the user or program. Cookies are also sometimes called *persistent cookies* because they typically stay in the browser for long periods of time.

**Question:** *How do cookies help me?*

**Answer:** Cookies save you time by storing up information that you might otherwise have to enter over and over. A good example would be the username and password for your email. Without the cookie, you would have to retype your password every time you clicked on your email icon.

**Question:** *Can I read my cookie file?*

**Answer:** Yes. You can find your cookie files (and there will probably be more than one) by searching for files named "cookies" on your hard drive.

**Question:** *Can I use the cookie file to see what sites someone else has visited using my computer?*

**Answer:** Yes, if the site visited used cookies. Otherwise, no. (And yes, most sites which are inappropriate for children do track site visits via cookies.)

**Question:** *Can I delete my cookie file?*

**Answer:** Yes, but you probably shouldn't. If you do, it can cause problems, such as the ones described in the answer to the next question.

**Question:** *Can I turn the cookie option off, or get notified when a cookie is generated?*

**Answer:** Yes, but as soon as you do, you'll notice how often cookies are used. If you select the "no cookies accepted" option in your browser, you'll almost instantly notice a slowdown in your browser speed. You'll also see that you can't access many sites. If you select the "notify me of all cookies" option, your browser will start to ask "OK to accept cookie?" over and over.

Please write to me and let me know if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at: [maureen.blackburn@po.state.ct.us](mailto:maureen.blackburn@po.state.ct.us)

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## Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

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## Contract Information:

### DAS Contracts

The following is a listing of contracts issued during the week of 12/29/03:

Contract #	Contract Name	For:	Contract Term
<a href="#">03PSX0458</a>	Custodial Services for the CT DMV Branch located in Enfield, CT	CT Dept. of Motor Vehicle, Rowland Government Center-	January 1, 2004 through December 31, 2004

### Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of “Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days”. Choose the radio button marked “**Expiring** Contracts” and select the time frame. Then click “Get Contracts”. That’s all there is to it!

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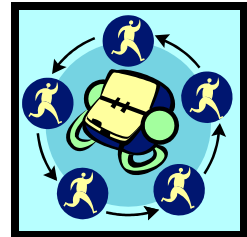
Keep up to speed with what’s happening in the

**Department of Information Technology**



## Contracts & Purchasing Division Information

Need to contact someone at **DOIT**? Click here to link to the [DOIT Contact Information](#) page of their web site.



### DOIT Bid/ Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

### DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

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## Contact Us

If you know someone who may be interested in receiving this newsletter, have him or her send an email to [teresa.dupont@po.state.ct.us](mailto:teresa.dupont@po.state.ct.us) and they will be added to our mailing list. Likewise, if you do not wish to receive this email, send us a note and your name will be removed.